VACANCIES ANNOUNCEMENT

The Public Service Recruitment Secretariat was established in accordance with Section No. 29 (1) of the Public Service (Amendment) Act, No. 18 of 2007. One of the main functions of this organ is to advertise vacant posts occurring in the Public Service and conduct recruitment process.

On behalf of the Ministry of Transport (Air Tanzania Company Limited (ATCL) and Tanzania Government Flight Agency (TGFA)), Ministry of Justice and Constitutional Affairs (The Institute of Judicial Administration), Ministry of Community Development, Gender and Children (Community Development Training Institute [CDTI] - Tengeru), and the Ministry of Education and Vocational Training (The National Examinations Council of Tanzania - NECTA), the Public Service Recruitment Secretariat invites qualified Tanzanian to fill various vacant posts as follows:

1. AIR TANZANIA COMPANY LIMITED (ATCL)

Air Tanzania Company Limited, a parastatal company owned by the Tanzania Government by 100% aims at becoming truly profitable National carrier which the people of Tanzania would be proud of. In pursuit of this objective ATCL seeks the services of an outstanding Tanzanian candidate to fill the position of Managing Director.

1.1 MANAGING DIRECTOR
1.2 LOCATION
Dar es Salaam

The Managing Director is the Chief Executive and the accounting officer of the airline and reports to the Board of Directors. The successful candidate shall be responsible for directing and managing the company to deliver premier, efficient and cost effective air transport services to the satisfaction of customers and generate profitable growth to the expectation and satisfaction of the stakeholders.
He/She shall have the duty to ensure that all operational and maintenance activities of the airline are financed and carried out to the standards required by the Tanzania Civil Aviation Authority.

1.1.1 DUTIES AND RESPONSIBILITIES:
The Managing Director develops and recommends to the Board the long-term strategy and vision for the company, as well as ensuring that the day-to-day business affairs of the company are appropriately managed. The Managing Director runs the company, and final responsibility rests on him. Among his/her duties include:

- Final accountability for Safety Management in the airline and for upholding the Safety Policy
- Foster a just corporate culture that promotes ethical practices to employees.
- Encourages individual integrity, and fulfils social and environmental responsibility.
- Maintain a positive and ethical work climate that is conducive to attracting, retaining and motivating top-quality employees.
- Ensure that the day-to-day business affairs of the Company are appropriately managed by the appointed officers and that proper systems and controls are in place for effective risk management of the Company.
- Ensure in co-operation with the Board, that there is an effective succession plan for the staff and other senior executive positions.
- Consistently strive to achievement in the quality and value of the services provided by the Company.
- Ensure that the Company achieves and maintains a satisfactory competitive position within its industry.
- Formulate and oversee the implementation of major corporate policies
- Serve as the chief spokesperson for the Company.

1.1.2 QUALIFICATIONS AND EXPERIENCE:
- A degree/advanced diploma from a reputable University or its equivalent in management, law, economics, engineering, finance or business administration.
- Possession of Masters Degree will be added advantage.
- At least eight years of management experience in aviation related field out of which four years should be at senior position.
- Proven business leadership success track record, clean ethical record and demonstration of strong leadership personality and change management.
- Computer literacy.
- Excellent communication and interpersonal skills.

1.1.3 REMUNERATION:
An attractive remuneration package will be offered to the successful candidate.
1.1.4 AGE
Applicants should have the age of between 40 and 56 years.

2. TANZANIA GOVERNMENT FLIGHT AGENCY (TGFA)
The Tanzania Government Flight Agency is an Executive agency in the Ministry of Transport, under the Executive agencies Act No.30 of 1997. It was established on 17th May 2002 for the aim of proving air services to VIP’s and government officials.

2.1 FLIGHT OPERATIONS MANAGER
2.1.1 MAIN DUTIES AND RESPONSIBILITIES
● To plan and budget for the Flight Operations Department
● To handle, check and control operational of TGFA
● To facilitate capacity building and plan for operations staff training.
● Interaction with other Authorities
● To perform any other tasks related to the above as they may be assigned by CEO.

2.1.2 QUALIFICATIONS AND EXPERIENCE:
● Tanzanian Airline Pilot License with turbo-prop, jetliner ratings.
● A university Degree or equivalent academic qualification in related field will be an added advantage.
● Having ratings of the current fleet is an added advantage.
● Being an instructor or examiner is also an added advantage.
● At least 10 years in Aviation Industry with at least 5 years in senior managerial position in the related field.

2.1.3 REMUNERATION AND CONDITIONS OF SERVICE
● Salary: Tanzania Government Flight salary scales (TGFA 11)
● Allowance: Housing Electricity and Telephone Allowances will be provided together with other additional incentives such as medical, dental care and transport allowances

2.1.4 AGE LIMIT
● Applicants should be not more than 56 years

2.2 ENGINEERING MANAGER
2.2.1 MAIN DUTIES AND RESPONSIBILITIES
● Plan and Budget for the Engineering Department
● To examine and Evaluate Engineering Department activities.
● To coordinate all Engineering activities of TGFA
● To carry out Flight Duties as Flight Engineer
● To perform any other tasks related to the above as they may be assigned by CEO.

2.2.2 QUALIFICATIONS AND EXPERIENCE:
● Tanzanian Civil Aviation Authority Aircraft Maintenance Engineer’s license endorsed with pressurized airframes and turbine engines or avionics ratings.
A University degree in related field will be an added advantage.
Having ratings of the current fleet is also an added advantage.
At least 10 years in Aviation Industry (Maintenance) with at least 5 years in Senior Aircraft Maintenance managerial position in the related field.

2.2.3 REMUNERATION AND CONDITIONS OF SERVICE
- Salary: Tanzanian Government Flight salary scale (TGFA 11)
- Allowances: Housing Electricity and Telephone Allowances will normally be provided together with other additional incentives such as medical, dental care and transport allowances.

2.2.4 AGE LIMIT
- Applicants should not be more than 56 years.

2.3 BUSINESS SUPPORT MANAGER
2.3.1 MAIN DUTIES AND RESPONSIBILITIES
- Management of the Finance and Administration functions of the Agency.
- To Manage the Department of Business Support.
- To market and sell the services of the TGFA.
- To manage /supervise the various activities of services offered by the TGFA.
- To perform any other tasks related to the above as they may be assigned by CEO.

2.3.2 QUALIFICATIONS AND EXPERIENCE:
- Possession of Accounting qualifications such as CPA (T), ACCA and registered by National Board of Accountants and Auditors as certified accountant or auditor.
- A Degree or its equivalent in any field of Leadership, Finance, Business Management or Public Administration and computer literacy will be an added advantage.

2.3.3 REMUNERATION AND CONDITIONS OF SERVICE
- Salary: Tanzanian Government Flight salary scale (TGFA 11)
- Allowances: Housing Electricity and Telephone Allowance will be provided together with other additional incentives such as medical, dental care and transport allowances.

2.3.4 AGE LIMIT
- Applicants should not be more than 56 years.
3 THE INSTITUTE OF JUDICIAL ADMINISTRATION – LUSHOTO

The Institute of Judicial Administration – Lushoto is a Public Institution established by an Act of Parliament No.3 of 1998, (now Cap. 405 R.E 2002). The major role of the Institute is to offer and conduct training programmes in legal disciplines and also to make research and consultancy.

3.1 SENIOR ESTATES OFFICER GRADE II – (1 POST) - READVERTISED

REPORTS TO: Human Resources and Administrative Manager

3.1.1 MAIN DUTIES AND RESPONSIBILITIES

- Head of the Estates Management Unit;
- Providing specialised advice and service to the Estates Management development at the Institute;
- Assisting in formulating policies on Estates’ Management;
- Assisting in developing objectives and plans and installing systems and procedures relating to Estates Management;
- Participating in the development and implementation of training programmes for Estate’s staff;
- Providing consultancy service in Estate’s Management;
- Making feasibility students and evaluates the viability of proposed projects in Estates Management;
- Coordinate work contacts with building staff of the Estates Unit;
- Performing any other duties as may be assigned by the Human Resources and Administrative Manager.

3.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of first degree or Advanced Diploma in Environment Engineering, Architecture, Building Economics, Civil Engineering, Land Management and Valuation with relevant working experience of at least six (6) years.

3.1.3 REMUNERATION

Should be in the line with current Parastatal Organisation Pay Salary scales - PGSS 12 with other benefits according to terms and conditions of the Public Services.

4 COMMUNITY DEVELOPMENT TRAINING INSTITUTE (CDTI) TENERGU

The Community Development Training Institute [CDTI] - Tengeru is an Institution under the Ministry of Community Development, Gender and Children. The Institution operates by providing education and training in the fields of Community Development, Gender and other related disciplines.

4.1 ASSISTANT LECTURER – (1 POST) - READVERTISED

4.1.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 8 (Bachelors Degree);
- Prepares learning resources for tutorial exercises;
- Conducts research, seminars and case studies;
- Carries out consultancy and community services under supervision;
- Supervises student’s project;
- Prepares teaching manual; and
• Performs any other duties as assigned by supervisor

4.1.2 QUALIFICATIONS AND EXPERIENCE:
• Holder of Masters Degree or its equivalent in the field of psychology; environmental studies or ICT backed by a good first degree or its equivalent with at least Upper second class and
• Experience of teaching in an institution of higher learning

4.1.3 REMUNERATION
Attractive salary and incentive package in accordance with the Institution’s Salary Scales (PHTS 13 – 14).

5 THE NATIONAL EXAMINATIONS COUNCIL OF TANZANIA (NECTA)
The National Examinations Council of Tanzania (NECTA) is a Government Institution which is under the Ministry of Education and Vocational Training. NECTA was established by the Parliamentary Act No. 21 of 1973 to undertake the responsibility of examinations objectives and functions as provided for in the Act. NECTA’s Mission is to contribute to national development through a fair, efficient and effective national examinations and educational assessment system that provide high quality stakeholders service through competent and motivated staff.

5.1 BINDER II – (1 POST) - READVERTISED
REPORTS TO: Head of Section

5.1.1 MAIN DUTIES AND RESPONSIBILITIES
• Hand Binds;
• Operates machines e.g. guillotine and book pressing machines;
• Collates, cuts and trims;
• Assembles all printed material into finished printed products;
• Performs any other duties as assigned by his/her superior.

5.1.2 QUALIFICATIONS AND EXPERIENCE:
• Holder of CSEE who has successfully completed one year course in binding or who has attained Trade Test III in binding from recognized Institution.

5.1.3 SALARY SCALE
Attractive remuneration package in accordance with the Institution’s Salary Scales - NECTASS 2

6 OCCUPATIONAL SAFETY AND HEALTH AUTHORITY (OSHA)
Occupational Safety and Health Authority (OSHA) is a Government Executive Agency established by the Executive Agencies Act No. 30 of 1997. Its main function is to advise the Government on all matters related to Occupational Safety and Health activities in the country by enforcing the Occupational Safety and Health Act No. 5 of 2005. It also conducts research, consultancy and training in Occupational Safety and Health.
6.1 MEDICAL OFFICER II – (1 POST)

6.1.1 MAIN DUTIES AND RESPONSIBILITIES

- Carry out general workplace inspections
- To maintain records and provide written and verbal reports as required
- Prepare monthly and annual reports
- Planning and implementing specific occupational health programmes for both workers and management
- Compile monthly and annual reports
- Keep records of Inspections
- Conduct orientation and induction courses to new employees
- Carry out health impact assessment
- Provide input for occupational health surveys and researches
- Provide inputs for Business plan, Strategic plan, occupational medicine issues
- Prepare articles on occupational medicine
- Attend meetings/seminars/symposia on occupational medicine
- Provide input to Public Relations Office on occupational medicine issues to be delivered to media, Government agencies, workers and management
- Interpret scientific data collected during investigations and recommend appropriate control methods
- Conduct follow up inspections to ensure corrective measures have been implemented
- Review documents from stakeholders
- Review existing and current Occupational safety and health literature
- Prepare citations, propose penalties, and determine abatement schedule for identified violations
- Performing any other duties as may be assigned by the Head (Occupational Medicine)

6.1.2 QUALIFICATIONS AND EXPERIENCE:
- Bachelor Degree in Medicine or equivalent qualification from a recognized Institution

6.1.3 SALARY SCALE:
- Attractive remuneration package in accordance with the OSHA Salary Scale - OSHA-Scale 7

6.2 NURSING OFFICER II – (1 POST)

6.2.1 MAIN DUTIES AND RESPONSIBILITIES

- Carry out general workplace inspections
- To maintain records and provide written and verbal reports as required
- Prepare monthly and annual reports
- Planning and implementing specific occupational health programmes for both workers and management
- Compile monthly and annual reports
- Keep records of Inspections
• Conduct orientation and induction courses to new employees
• Carry out health impact assessment
• Provide input for occupational health surveys and researches
• Provide inputs for Business plan, Strategic plan, occupational health issues
• Prepare articles on occupational health
• Attend meetings/seminars/symposia on occupational health
• Provide input to Public Relations Office on occupational health issues to be delivered to media, Government agencies, workers and management
• Interpret scientific data collected during investigations and recommend appropriate control methods
• Conduct follow up inspections to ensure corrective measures have been implemented
• Review documents from stakeholders
• Review existing and current Occupational safety and health literature
• Prepare citations, propose penalties, and determine abatement schedule for identified violations
• To assist in the carrying out of statutory medical examination (Pre-employment, periodic, exit and special)
• Performing any other duties as may be assigned by the Head (Occupational Nursing)

6.2.2 QUALIFICATIONS AND EXPERIENCE:
• Bachelor Degree in Nursing or equivalent qualification from a recognized Institution.

6.2.3 SALARY SCALE:
• Attractive remuneration package in accordance with the OSHA Salary Scale - OSHA-Scale 6

6.3 INSPECTOR II (ERGONOMICS) – (1 POST)
6.3.1 MAIN DUTIES AND RESPONSIBILITIES
• Carry out general workplace inspections
• Conduct ergonomic risk assessment
• Prepare monthly and annual reports
• Planning and implementing specific ergonomics programmes for both workers and management
• Compile monthly and annual reports
• Keep records of Inspections
• Conduct orientation and induction courses to new employees
• Providing ergonomics consultancy services
• Operate and maintain medical equipment
• Provide input for ergonomics survey and researches
• Provide inputs for Business plan, Strategic plan, ergonomics issues
• Prepare articles on ergonomics
• Attend meetings/seminars/symposia on ergonomics issues
• Provide input to Public Relations Office on ergonomics issues to be delivered to media, Government agencies, workers and management
6.4 INSPECTOR I (PLANT SAFETY) – (1 POST)

6.4.1 MAIN DUTIES AND RESPONSIBILITIES

- Carry out general workplace inspections
- Conduct plant safety risk assessment
- Prepare monthly and annual reports
- Planning and implementing specific plant and safety programmes for both workers and management
- Compile monthly and annual reports, Keep records of Inspections
- Conduct orientation and induction courses to new employees
- Providing plant safety consultancy services
- Carry out accidents investigations and recommend control measures
- Provide input for plants survey and researches
- Provide inputs for Business plan, Strategic plan, ergonomics issues
- Prepare articles on ergonomics
- Attend meetings/seminars/symposia on ergonomics issues
- Provide input to Public Relations Office on ergonomics issues to be delivered to media, Government agencies, workers and management
- Interpret scientific data collected during investigations and recommend appropriate control methods
- Conduct follow up inspections to ensure corrective measures have been implemented
- Scrutinize and approve drawings and plans for plants
- Review documents from stakeholders
- Carry out annual plant safety compliance
- Recognize, evaluate and control workplace mechanical hazards
- Review existing and current Occupational safety and health literature
Collect and prepare appropriate documentation of data and information for the scope of investigation, findings, conclusions and recommendations
Prepare citations, propose penalties, and determine abetment schedule for identified violations.
Participate in the court proceedings on ergonomics matters
Performing any other duties as may be assigned by the Head (Plant safety)

6.4.2 QUALIFICATIONS AND EXPERIENCE:
- Bachelor Degree in Mechanical Engineering or related qualification from a recognized Institution.
- Three years experience in mechanical engineering or related field

6.4.3 SALARY SCALE:
- Attractive remuneration package in accordance with the OSHA Salary Scales - OSHA-Scale 7

GENERAL CONDITIONS
i. All applicants must be Citizens of Tanzania
ii. Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact postal address and telephone numbers.
iii. Applicants should not be above 45 years of age and should observe the age limit where indicated for each position.
iv. The title of the position applied for should be marked on the envelope; short of which will make the application invalid.
v. Applicants must attach their detailed relevant certified copies of Academic certificates:
   - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
   - Postgraduate/Degree/Advanced Diploma/Diploma transcripts.
   - Form IV and Form VI National Examination Certificates.
   - Computer Certificate
   - Professional certificates from respective boards
   - One recent passport size picture and birth certificate.
vi. FORM IV AND FORM VI RESULTS SLIPS ARE STRICTLY NOT ACCEPTED
vii. Testimonials, Partial transcripts and results slips will not be accepted.
viii. Presentation of forged academic certificates and other information in the CV will necessitate to legal action
ix. Applicants for senior positions currently employed in the public service should route their application letters through their respective employers.
x. Applicants for entry levels currently employed in the Public Service should not apply, they have to adhere to Government Circular Na. CAC. 45/257/01/D/140 dated 30th November 2010.
xi. Applicants who have/were retired from the Public Service for whatever reason should not apply.
xii. Applicants should indicate three reputable referees with their reliable contacts.
xiii. This advert is also found in www.utumishi.go.tz, www.pmoralg.go.tz, and www.mot.go.tz
xiv. Certificates from foreign Universities should be verified by Tanzania Commission for Universities (TCU)
xv. Dead line for application is , 4th November, 2011 at 3:30 p.m
xvi. Application letters should be written in English
xvii. APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS. HAND DELIVERY IS NOT ACCEPTALBE:

Secretary,
Public Service Recruitment Secretariat,
P.O. Box 63100,
DAR ES SALAAM.